

# RICHLAND COUNTY CHILDREN SERVICES



**Job Posting:** FULL-TIME FAMILY SUPPORT SPECIALIST

**Date Posted:** December 21, 2018 through January 11, 2019 or until filled  
*Internal candidates follow Agency process to apply*

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**Position:** FAMILY SUPPORT SPECIALIST

**Available:** As determined by the Agency and successful candidate

**Wage:** \$12.31

**PRIMARY JOB RESPONSIBILITIES:**

- Supervise visitations between parents/guardians, children and siblings
- Provide transportation to clients of the Agency to and from visitation, meetings and other Agency functions as required
- Maintain State and Agency confidentiality standards

**MINIMUM QUALIFICATIONS:**

- High school diploma
- Available to work flexible hours to meet the needs of clients
- Valid Ohio driver's license with an acceptable driving record as defined by Agency policy and personal vehicle for daily job performance
- Must be able to physically operate a motor vehicle, function both in and out of the office, including lifting up to 50 pounds

**Work Hours:** Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

**Location:** Richland County Children Services  
731 Scholl Road  
Mansfield, OH 44907

***PLEASE SUBMIT THE FOLLOWING VIA EMAIL OR FAX:***

- 1. Letter of Interest***
- 2. Employment Application (Required for consideration; available on Agency Website)***
- 3. Resume to:***

*Christopher W. Zuercher, Human Resources Manager  
Richland County Children Services  
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Mansfield, Ohio 44907  
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